



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY MEDICAL EXAMINER I
DEPUTY MEDICAL EXAMINER II

Class No. 004158
Class No. 004159

■ CLASSIFICATION PURPOSE

To determine cause of death for the deceased in custody of the Medical Examiner; to testify and provide medical evidence at inquests and court trials; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Deputy Medical Examiner I and II are specialized physician class series responsible for conducting post-mortem examinations to determine the probable cause of death. Positions in these classes are allocated to the Medical Examiner's Office.

Deputy Medical Examiner I:

This is the entry level class to the Deputy Medical Examiner series. Incumbents, under immediate supervision of the Chief Deputy Medical Examiner, determine cause of death for the deceased in custody of the Medical Examiner.

Deputy Medical Examiner II:

This is the journey level class to the Deputy Medical Examiner series. Incumbents, under general supervision of the Chief Deputy Medical Examiner, determine cause of death of the deceased in custody of the Medical Examiner. Incumbents in this class possess Board Certification in Forensic Pathology. This class differs from the next higher class, Chief Deputy Medical Examiner in that the latter supervises, trains, oversees the work of Deputy Medical Examiners and Forensic Pathology Fellows.

■ ESSENTIAL AND NON-ESSENTIAL FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Deputy Medical Examiner I and II:

Essential Functions:

1. Performs post-mortem examinations of the deceased in custody of the Medical Examiner in order to establish cause of death and to provide medical evidence as to whether death was natural, accidental, suicidal or homicidal.
2. Visits scenes of death and performs death scene examinations.
3. Performs microscopic examination of tissues to establish cause of death.
4. Submits samples of body fluids and tissues for toxicology and clinical laboratory examination when such analysis appears to be required.
5. Prepares detailed reports of findings.
6. Confers with Chief Medical Examiner, Chief Deputy Medical Examiner, and law enforcement agencies and assists them in interpreting autopsy findings for the purpose of reconstructing events leading to a suspected or actual homicide or suicide.
7. Gives testimony at inquests and in court trials.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Statutes, ordinances and regulations relating to the Medical Examiner's Office.
- Investigative procedures and techniques necessary to determine the circumstances, and manner and cause of death to be reported to the Medical Examiner.
- Embalming toxicology and histology.
- Techniques of autopsies.
- County customer service objectives and strategies.

Skills and Abilities to:

- Review and evaluate complex investigations, autopsy reports and other specific findings establishing the cause of death.
- Communicate effectively orally and in writing.
- Testify in court and grand jury proceedings.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Deputy Medical Examiner I:

Eligible to take the Forensic Pathologist Boards, OR, are in a Forensic Pathology Fellowship, OR, have completed a Forensic Pathology Fellowship.

Deputy Medical Examiner II:

At least one (1) year of experience in the field of medical legal death investigations and possession of Board Certification in Forensic Pathology.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards, utilize medical tools and writing materials. Continuous upward and downward flexion of neck. Incumbents may be required to assist in the movement and lifting of heavy bodies.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid license to practice medicine in the State of California is required at the time of appointment (State of California Business and Professions Code 2135).

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

Board certification in Forensic Pathologist must be maintained during course of employment.

Working Conditions

May be subject to call back and standby as determined by the Medical Examiner's Office.

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Deputy Medical Examiner I (Class No. 004158)
Deputy Medical Examiner II (Class No. 004159)

Union Code: PR
Union Code: PR

Variable Entry: N
Variable Entry: Y